



June 30, 2026

Dear Pastor or Administrator:

The protection of our children and vulnerable adults is a privilege and responsibility that we all share. Thank you for all that you are doing to create safe environments across our parishes, schools and Catholic institutions. Please read this letter carefully for updates.

Compliance with the United States Conference of Catholic Bishops' (USCCB) *Charter for the Protection of Children and Young People*, documents our many efforts over the past audit year (July 1, 2025--June 30, 2026) to keep kids, vulnerable adults and all of us safe.

The Compliance Form tracks compliance with training, policies and background checks. You are acknowledging that no employee or volunteer who works with children or vulnerable adults has any criminal conviction of harm to children or is listed on the sex offender registry.

I am enclosing a second form which will assist us in ensuring compliance. Please complete the Parish Self-Assessment Guide, specify your VIRTUS Local Administrator, and return this form. We can plan a virtual visit to support the local audit of your records over the coming year.

I encourage you to have your Local Administrator run a Compliance Report in order to complete these forms. If you have questions, reach out to my office and we can assist you.

We will track compliance with VIRTUS Empowering God's Children (EGC) curriculum through the program's online reporting function. This should be completed no later than June 30, 2026.

Finally, be advised that our ON-SITE Audit last year resulted in successful letter of compliance from the Stonebridge Business Partners audit team. Our next on-site audit will be in 2028. Again, THANK YOU!

Return this form via mail, fax, or scan & email; please do NOT return forms via a scanned phone photo, as this is an official document. Return by July 31, 2026:

Office for the Protection of Children and Youth, 1404 East Ninth Street 5th Floor, Cleveland, Ohio 44114, or fax to (216) 861-3200; or scan & email to childprotection@dioceseofcleveland.org

Peace and all good,

Sharon Minson, esq.
Director, Office for the Protection of Children and Youth
Enclosures